

**Wayland Recreation Department
Draft Minutes
June 1, 2015
Recreation Meeting**

Present: Brud Wright, Frank Krasin, Heidi Seaborg, Anna Meliones, Asa Foster, Jessica Brodie

Meeting called to order at 7:07pm – taped by WayCam

Brud called the meeting to Order.

Public Comment:

No one present to comment.

Approval of previous Meeting Minutes & Bills & Payroll:

May 15th minutes – Heidi comment about Frank and Linda Segal’s public comments to make sure they are highlighted correctly. Jess to edit and re-submit to commission. Heidi motion to approve, Frank 2nd. All in favor. 0-0-3.

Bills & Payroll – Frank to look over bills and payroll prior to next meeting for approval at that time.

Appoint commission member to serve on Rail Trail Committee

- Commission would like to know the level of commitment, what their charge is, who is chairing the commission, how many board members, other details. Jess to bring to next meeting.

Department Finances & Structure

Revolving Fund –

- Heidi asked if we would still be interested in forming a sub-committee to talk about the finances. Brud said we would meet together as a commission, with the understanding that we would meet in a smaller group as necessary due to conflicts in scheduling, as long as there is a quorum.
- Jess summarized where we are currently in the process and the meetings she has had recently with the Town Administrator, DPW, and Facilities departments to discuss budgeting areas and long term organization.
- Brud feels salaries should be covered as part of an Operating Budget – a clean number, matches what other towns are doing. The rest of would be fee based.
- Brud also feels we need to investigate staffing levels needed for the department and include that as part of the plan. He would like Jess to include salaries for 2 new hires in the projected budget for the purpose of our analysis.
- Brud analyzed the expenses and revenue amounts to see if an Enterprise Fund could be feasible.
- All Commissioners agree we need more staff – ideally 2 more full time, possible 1.5 staff.
- Concerns about how the Indirect Costs are calculated are still a concern.
- Discussion about fields – what should the field fee revenue be covering? What is the difference between a capital expense and an operating expense also needs to be defined.
 - o If Recreation managed all the outdoor recreational assets, then field user fees should be spent on capital planning and maintenance items.
- Asa, are we included in field use revenues the amount? Yes
- Heidi – what is the structure of other departments in town, and other towns? A chart that lays out the others would be helpful to see. Jess had already started making something like this and will send around to commissioners after the meeting.
- Brud would like to know if we can have an Enterprise Fund and an Operating Budget for salaries. Do other towns have this model? Ask Mark Lanza if there can be a written agreement that specify if the salaries can be covered by a tax funded offset each year.
- Discussion about management of all recreational properties – Make a clear list of what is a daily maintenance cost vs an improvement cost.
- What is DPW currently doing for tasks with their funding?
 - o Benches as an example – pay DPW for labor costs associated with improvement costs.

- DPW should outline what their staff is currently doing for tasks, and what the funds they have cover in detail. School and facilities, and Recreation also need to generate these outlines.
- Jess asked what would be helpful for them to see – Heidi said more concrete numbers and a comparison of what other towns have.
- Brud feels that the Finance committee should not be a part of the decision making process, but instead analyze the data that is presented to understand the issues.

Model to pursue:

- Salaries as a tax funded Operated Budget

Action Items:

- Detailed revenue and expense outline
- Send the commission a list of questions for them to answer about their mission
- Clean up the numbers on both financial models, as well as revenue/expense details

Topics not reasonably anticipated

Raft at Beach – Anna suggested asking the Beach Director what her concerns might be if the raft was re-installed.

Fall Town Meeting – in October, documents ready by September if presenting an article.

Conservation Open Space & Rec Plan – not discussed.

Water Usage – Linda Segal has mentioned at our last meeting about the state deciding how much water can be used for irrigation, and a decision should have been made by now (by 29th).

Painting of the containers – these should be done by the end of the year.

Public Comment:

- No one present to comment.

Next Meeting: Monday, June 15th for finance discussion at 7:00pm and the 29th for general topics

Adjourn – Asa motion to adjourn, Frank 2nd. All in favor 0-0-5.

Meeting adjourned at 8:30 pm.